

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely '*people-centred and engaged*' and '*innovative and entrepreneurial*'. These are interwoven intrinsically by a number of double pairs consisting of '*values and principles*' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

## Real Estate Management

### Post: Facilities Manager – Campuses (Ref: R255)

#### Minimum Requirements:

- Degree (NQF 7) Facilities/Hygiene OR Built Environment OR Engineering OR related field.
- 5+ Years' supervisory experience in facilities/soft services management
- 5 years' min experience in facilities operational management role
- 5 years min contract management experience

#### Key Competencies:

- Knowledge of the operations of a university, or organization with similar needs and constraints, and its environment.
- Ability to be precise, systematic and rule-oriented in working with relevant detail and gathering, reviewing and analyzing information.
- Proven Project planning, risk management experience and knowledge.
- Understanding of project delivery and acceptance processes.
- Capacity to plan, co-ordinate and monitor performance against agreed plans and performance benchmarks.
- Experienced user of MS Project and MS Office toolset (Word, Excel and PowerPoint)

### **Summary of Duties(but not limited to):**

- Ensure formulation & implementation of all Operational Facilities Services strategic objectives.
- Manage outputs of all outsourced companies against the deliverables in the strategic plan.
- Organize, manage, and control development plans of multiple projects.
- Manage SLAs, according to the contractual requirements.
- Manage all projects relating to facilities services.
- Compliance to legislation and applicable procedures.
- Monitor and evaluate compliance of service providers.
- Conduct weekly and monthly inspections and spot checks of services rendered by service providers.
- Schedule weekly and monthly meetings with service providers.
- Do quality control of works executed on work orders logged.
- Understand the University core business operating environment.
- Maintain good communication with all stakeholders, develop and create the process of engaging with all stakeholders and feedback process (staff, students, and Service Providers).
- Provide and plan work for service contractors to have access to areas where work needs to be carried out.
- Interact with support staff regularly to get status updated on works completed, outstanding, constraints and the stakeholders feedback, in order to ensure efficiency of daily operations
- Identify the deliverables in accordance with a formulated project plan to determine the resource requirements in terms of availability and competence.
- Risk management & Business Continuity
- Finance Management
- Reporting

### **Salary: Market related**

**Contact Person:** Miss ZJ Ngcobo

**Status of Position:** Permanent

### **To Apply:**

Preferably you may apply via LinkedIn by sending a completed official application for employment form which can be found on DUT website. Please send form together with detailed CV, copies of ID, qualifications and a covering letter with the exact name and reference number of the post you are applying for **OR** you may email the above listed documents to [HCSRecruitment@dut.ac.za](mailto:HCSRecruitment@dut.ac.za). Please note that you do not have to use more than one method of applying.

### **Kindly note:**

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

**Closing date: 22 September 2023 @ 16:00pm**

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.